



**CITY OF HOUSTON
ADMINISTRATION & REGULATORY
AFFAIRS DEPARTMENT
Q23604
REQUEST FOR QUALIFICATIONS-HALAN**

**STRATEGIC
PURCHASING DIVISION**
901 Bagby Street, Concourse
Level
Houston, Texas 77002

LIBRARY BUSINESS ANALYST CONSULTANT

Houston Area Library Automated Network (HALAN) is a consortium that provides integrated library system, public access computing, and other technology services to seven public libraries in the greater Houston, Texas area. HALAN is a library services organization attached to the City of Houston but governed by a board consisting of member library staff and community liaisons. Member Libraries include Bellaire City Library, Effie and Wilton Hebert Public Library (Port Neches), Houston Public Library, Marion and Ed Hughes Public Library (Nederland), Pasadena Public Library, Port Arthur Public Library, and Sterling Municipal Library (Baytown).

Services currently provided to HALAN members include:

- The Innovative Interfaces, Inc. (III) Millennium integrated library system and over thirty separate products to enhance system functionality,
- Network infrastructure and public access computing services,
- Web site design,
- Web filtering,
- Outlook 2007 email services,
- Digitization services including scanning, storage and Web hosting
- E-rate application services

HALAN staff has spent the last twelve months exploring new avenues for creating business. These include

- Adding new members
- Contracting with other III libraries to provide server and system maintenance services
- Providing a low-end catalog solution to very small public libraries
- Managing library databases purchased by consortia
- Acting as a purchasing agent for consortia database purchases
- Providing database authentication solutions for small libraries

HALAN seeks a forward-thinking business analyst consultant with expertise in library technology and technology planning to identify appropriate avenues for future growth.

Please review the Scope of Work/Services below. If you believe that your company/organization meets the minimum requirements as outlined in the Scope of Work/Services of the RFQ; please submit your response to Judith Hiott, Chief, via one of the following methods listed below by **4:00 PM on March 26, 2010** :

E-mail (Preferred Method): judith.hiott@cityofhouston.net

Mail: Judith Hiott, Chief
Houston Area Library Automated Network
500 McKinney
Houston, TX 77002



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SCOPE OF WORK/SERVICES

Library Business Analyst Consultant is sought for the following services:

- Research and document the library business environments in HALAN’s service area.
- Analyze the integrated library system market and recommend future directions for HALAN
- Evaluate technology infrastructure for possible efficiencies.
- Visit and evaluate at least two other library consortia to identify varieties of business or business practices to adopt for growth and efficiency
- Make an informal assessment of HALAN’s budget and expenditure practices and recommend new approaches
- Recommend a new fee schedule and/or membership levels that allow more libraries to purchase HALAN services into the future.
- Recommend appropriate new and continued services.
- Submit a written report of findings to the HALAN Board

HALAN welcomes responses from individuals, organizations, or assembled teams representing individuals with complementary expertise. Your response should include a proposed plan of work, estimated timeframe for completion, costs, summary of relevant experience and two references from related library projects you recently completed.

Additionally, the documents listed below must be provided with the proposal:

- Licenses and certifications
- Resumes of key personnel/proposed staff
- Client references which proposer has performed similar Project Management services.
- Brief overview of consultant’s/project manager’s experience and an explanation of the proposer’s understanding of the work that must be accomplished.
- Proposed Fee Schedule (Must be submitted in separate sealed envelop marked “pricing”).
- Required forms identified in the table below.

TABLE 1 - REQUIRED FORMS
Affidavit of Ownership.doc
Fair Campaign Ordinance.doc
Statement of Residency.doc
All Applicable Licenses/Certifications as Required in Scope of Work/Specifications



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Prospective proposers needing additional information/clarification to this request for qualification (RFQ) are requested to e-mail questions to Judith Hiott at judith.hiott@cityofhouston.net. The deadline for submitting questions is **5:00 PM on March 17, 2010**. ***No additional questions will be accepted after the specified date.*** All questions will be answered via letter of clarification to this RFQ and posted on the City's e-bidding website and automatically e-mailed to all who registered to receive this RFQ.

Evaluation of each proposal shall be done in the following order:

- Expertise/Experience/Qualifications – 60%
- Proposed Strategy - 30%
- Conformance to RFQ Requirements - 10%

You can download the forms at the following link: http://purchasing.houstontx.gov/solicitation_forms.htm